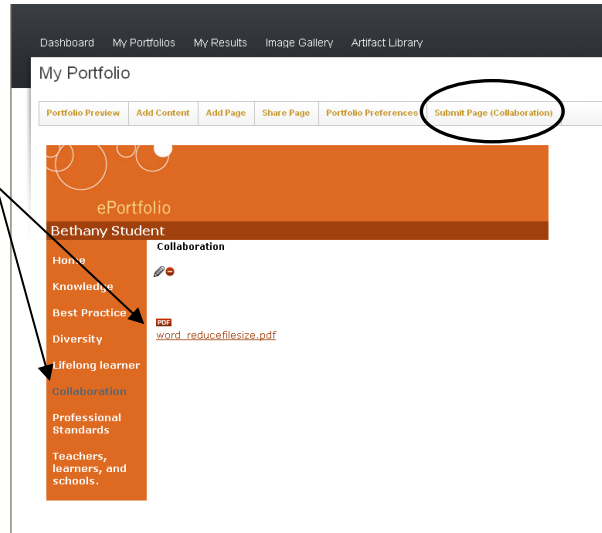
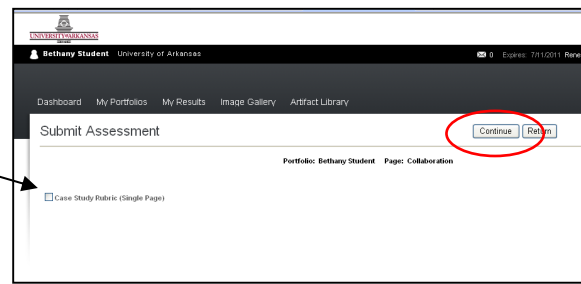


7) Submitting work for assessment

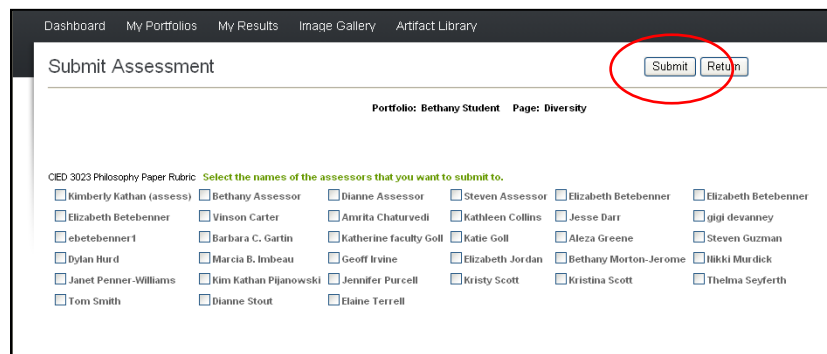
- Once you are under the correct tenet in your portfolio and have a file uploaded from "Add Content" you are ready to submit your work for Assessment
- Click "Submit Page" - the sixth button from the left at the top of your portfolio (this will only appear if you have added content and if there is a rubric for assessment on this page)



- Depending on the number of Rubrics available for Assessment, you might need to select the correct rubric from a list



- Click "Continue" near the top right
- You will see a page that either lists several professors or has a box where you will need to type the last name of your professor. Choose the professor you want to submit your work to or enter his/her last name.



- Click "Submit" near the top right
- A green line of text should appear at the top of your portfolio reading **"You have successfully submitted..."**; this means you have submitted your work